



VILLAGE OF
BURR RIDGE
A VERY SPECIAL PLACE

7660 County Line Rd. • Burr Ridge, IL 60527
(630) 654-8181 • Fax (630) 654-8269 • www.burr-ridge.gov

Mickey Straub
Mayor

Karen J. Thomas
Village Clerk

Steven S. Stricker
Administrator

RE: Annexation and Zoning Procedures

Dear Petitioner:

Attached is a description of the procedures and the required forms for annexation into the Village of Burr Ridge and rezoning upon annexation. The Village of Burr Ridge Community Development Department has prepared these documents to allow you to proceed through the Village's public hearing process with the least amount of procedural difficulties. These documents are intended for your review but do not replace the need to consult with the Community Development staff throughout the public hearing process.

If you have any questions regarding your request or regarding the public hearing process, please contact the following Community Development staff during regular Village Hall hours;

Village of Burr Ridge
8 A.M. to 5 P.M.

Community Development Director
J. Douglas Pollock, AICP
(630) 654-8181, ext. 3000
dpollock@burr-ridge.gov

The Community Development Department staff is available to provide information and guidance throughout the process. A copy of the Village's Zoning Ordinance and more information about the Community Development Department is available on our web site at www.burr-ridge.gov. Your cooperation is greatly appreciated.

Sincerely,

J. Douglas Pollock, AICP
Community Development Director

Attachments



VILLAGE OF BURR RIDGE

PUBLIC HEARING PROCEDURES FOR ANNEXATION AND ZONING

1.	Pre-Application Review	<35 days prior to Plan Commission hearing
2.	Submittal of Petition for Annexation (<i>Note: Staff must approve all Annexation documents before proceeding to next step</i>)	<28 days prior to Plan Commission hearing
3.	Submittal of Petition for (Zoning) Public Hearing	<21 days prior to hearing (Monday prior to 5 P.M.)
4.	Notices for Plan Commission (Zoning) Public Hearing	<15 days prior to hearing (Provided by Village Staff)
5.	Staff Summary and Report For Plan Commission (Zoning) Public Hearing	3-5 days prior to hearing (Faxed to Petitioner)
6.	Plan Commission (Zoning) Public Hearing	1st or 3rd Monday of each Month (Village Hall, 7:30 P.M.)
7.	Letter of (Zoning) Recommendation from Plan Commission to Board of Trustees	3-5 days after Hearing (Prepared by Village staff)
8.	Board of Trustees Review of Plan Commission (Zoning) Recommendation and Annexation Petition	7 days after Plan Commission Hearing; (2nd or 4th Monday - Village Hall, 7:30 P.M.)
9.	Notices for Board of Trustees Public Hearing to Consider Annexation Agreement	<15 days prior to hearing (Provided by Village Staff)
10.	Preparation of Draft Annexation Agreement for review by Petitioner – Prepared by Staff	@2 weeks Prior to Annexation Agreement Hearing
11.	Annexation Agreement Hearing by Board of Trustees	28 days after Board Review; (2nd or 4th Monday - Village Hall, 7:30 P.M.)
12.	Signing of the Annexation Agreement by the Petitioners and Property Owners	Subsequent to Approval of the Annexation Agreement by the Board of Trustees
13.	Approval of Ordinances Annexing and Zoning Property by Board of Trustees	Upon Submittal of Signed Agreement (2nd or 4th Monday - Village Hall, 7:30 P.M.)

The Plan Commission and Board of Trustees reserve the authority to continue a public hearing or the consideration of a petition to a subsequent meeting for submittal of additional information or for further discussion. A continuation will delay the public hearing process but will not alter the steps outlined above.

MINIMUM PROCESSING TIME: 13 WEEKS (91 DAYS)



VILLAGE OF BURR RIDGE

PUBLIC HEARING PROCEDURES FOR ANNEXATION AND ZONING

Week	SUN	MON	TUE	WED	THU	FRI	SAT
#1		Step #1: Preliminary Review With Staff					
2		#2: Annexation Petition Submitted				<i>Note: Staff must approve all Annexation documents before proceeding to next step.</i>	
3		#3: Public Hearing Petition Submitted		#4: Legal Notice for Plan Commission Public Hearing			
4							
5					#5: Staff Summary & Report		
6		#6: Plan Commission Public Hearing – 1 st or 3 rd Monday of each Month				#7: Recommendation Letter from PC to BOT	
7		#8: Board of Trustees Consideration – 2 nd or 4 th Monday of each Month					
8				#9: Legal Notice for Annexation Agreement Public Hearing			
9		#10: Distribution of Draft Annexation Agreement					
10							
11		#11: Annexation Agreement Public Hearing – Board of Trustees	#12: Signing of the Annexation Agreement				
12							
13		#13: Adoption of Annexation and Zoning Ordinances					



VILLAGE OF BURR RIDGE
PUBLIC HEARING PROCEDURES FOR
ANNEXATION AND
REZONING UPON ANNEXATION

In order to annex any property into the Village of Burr Ridge, it is necessary to seek establish zoning of the property concurrently with the request for annexation. The annexation and zoning process run concurrently as outlined below.

1. Pre-Application Review	<35 days prior to Plan Commission hearing
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Prior to any submittal to the Plan Commission (the Plan Commission is empowered also to act as the Zoning Board of Appeals), a pre-application review must be completed. The pre-application review consists of a submittal of plans to the Community Development Director and review of the plans by Village staff. The purpose of the pre-application review is to determine compliance with relevant Village policies and regulations including the Comprehensive Land Use Plan, Zoning Ordinance, Sign Ordinance, and Subdivision Ordinance. Upon completion of the pre-application review, the petitioner will have the opportunity to modify plans to comply with Village policies and regulations.

- A. **Required Submittals:** Submittal requirements for a pre-application review are flexible based on the nature of the request. Generally, a written description of the request; a plat of survey for the property; and site and landscape plans should be submitted. The pre-application review should include at least one meeting with the Community Development Director or Planner at which time the appropriate submittals and fees will be determined.
- B. **Submittal Deadline:** Documentation for a pre-application review should be submitted to the Community Development Department at least five weeks prior to the anticipated Plan Commission public hearing date.

2. Submittal of Petition for Annexation; Plat of Annexation and Current Title Report	<28 days prior to Plan Commission hearing
---------------------------------------------------------------------------------------------	-----------------------------------------------------

Upon completion of the pre-application review, a Petition for Annexation, Plat of Annexation, and an updated Title Report may be submitted.

- A. **Required Submittals;** A complete Petition for Annexation must include the Plat of Annexation and an updated Title Report. Please refer to the Petition for Annexation checklist for a more detailed explanation of the submittal requirements.
- B. **Submittal Deadline:** All required submittals for a Petition for Annexation must be received at least four weeks prior anticipated Plan Commission public hearing date. The Plan Commission hearing will not be scheduled until a complete and accurate

Petition for Annexation with its required accompanying documents is provided.

- | | | |
|----|---------------------------------------------------|----------------------------------------------------|
| 3. | Submittal of Petition for (Zoning) Public Hearing | <21 days prior to hearing (Monday prior to 5 P.M.) |
|----|---------------------------------------------------|----------------------------------------------------|
-

Upon completion of the pre-application review, a petition for rezoning, special use, or variation may be submitted.

A. Required Submittals; Please refer to the petition form for a complete list of required submittals. Additional submittals may be required if determined appropriate by the Community Development Director. The Director should be consulted to determine if additional information will be necessary. All submittals must be received by the Community Development Department prior to the submittal deadline.

B. Submittal Deadline: All required submittals must be received at least three weeks prior to the public hearing.

3. PUBLIC HEARING NOTICES

There are three forms of public hearing notices required: posting of a sign on the premises, publication of notice in a local newspaper, and notification by postal service to all adjoining property owners within 750 feet of the property. The petitioner is required to sign a written consent to allow the posting of the sign and to provide the list of all adjacent property owners based on Township Assessor's records. Failure to provide an accurate list of the adjacent property owners may cause delays in the public hearing process. The Village of Burr Ridge is responsible for preparing, mailing, publication, and posting of the legal notices.

4. PUBLICATION OF STAFF SUMMARY AND REPORT

A written report and summary, prepared by the Community Development Director, will be distributed the week preceding the public hearing. The report will include a summary and analysis of the petitioner's request based upon Village policies and regulations. The report also may include recommended conditions for approval of the request. Such conditions do not in any way reflect the Plan Commission's recommendation but are intended to provide guidance to the Plan Commission should they decide to recommend approval.

The staff report and summary will be faxed to the petitioner (it will be mailed and will be available at the Village Hall if a fax is not available) and distributed to the Plan Commission prior to the public hearing. Petitioners should review the staff summary prior to the public hearing and be prepared to respond to any issues or recommendations described in the report.

All recommendations and comments provided by staff are strictly advisory. Final decisions on

procedures, conditions, and petitions for rezoning, special uses, or variations are the sole authority of the Plan Commission and Board of Trustees.

5. PLAN COMMISSION PUBLIC HEARING

At the public hearing, the applicant must present testimony relative to the required findings of fact for a petition. All documents and exhibits to be presented at the public hearing should be provided to the Community Development Department at least 7 days prior to the hearing. Submittal of new documents or exhibits at the public hearing may result in a continuance to a subsequent date. The petitioner's presentation will be followed by public participation and questions from the Plan Commission.

After the public hearing has been closed, the Plan Commission will consider its recommendations regarding the rezoning, special use, text amendment, or variation. Further comments or questions from the petitioner or the public will only be allowed at the discretion of the Plan Commission. The Plan Commission may recommend denial, approval, or approval with conditions. The Plan Commission also may continue a petition to a later meeting if additional information or consideration is determined appropriate.

If the Plan Commission recommends approval of a petition, they may adopt the findings of fact submitted by the petitioner as the reasons for its recommendation. Therefore, it is essential that the petitioner's findings of fact be complete and accurate. The Plan Commission's findings of fact and recommendation are forwarded to the Board of Trustees for final consideration.

6. PREPARATION OF LETTER OF RECOMMENDATION

Subsequent to the Plan Commission's recommendation, the Community Development Department will prepare a letter of recommendation from the Plan Commission to the Board of Trustees summarizing the public hearing and the Plan Commission's recommendation. Minutes of the public hearing also will be submitted to the Board of Trustees.

All recommendations and comments from the Plan Commission and Village staff are strictly advisory. Final decisions on all petitions for rezoning, special uses, text amendment, or variations are the sole authority of the Village of Burr Ridge Board of Trustees.

7. CONSIDERATION BY THE BOARD OF TRUSTEES

At its next regularly scheduled meeting after the Plan Commission public hearing, the Board of Trustees will consider the Plan Commission's recommendation and the submitted petition. A formal presentation is not required but the petitioner should be present to answer questions or provide information.

Routine or non-controversial matters may be placed on the Board's consent agenda. If a Trustee,

petitioner, citizen, or Village staff wants further discussion, the request will be removed from the consent agenda and discussion will be allowed by direction of the Village President. If the petition remains on the consent agenda and the consent agenda is approved, the Board of Trustees will have indicated concurrence with the Plan Commission's recommendation and directed staff to prepare an Ordinance approving or denying the petition as recommended by the Plan Commission.

8. FINAL ACTION BY THE BOARD OF TRUSTEES

A draft Ordinance will be submitted to the Village of Burr Ridge Board of Trustees' for final action. Typically, the draft Ordinance will be placed on the Board's consent agenda and discussed only if it is removed from the consent agenda.

9. PROCEEDINGS AFTER APPROVAL OF A PETITION

If the Board of Trustees approves a rezoning, special use, or variation, the petitioner will receive a copy of the approved ordinance within one to two weeks following such approval. After the Ordinance has been approved by the Board of Trustees, the property owner (or designated authority) may proceed with submittal of a preliminary plat of subdivision, building permit application, or Certificate of Occupancy as may be appropriate.

Prepared August, 1996 by the Community Development Department



VILLAGE OF BURR RIDGE

PETITION FOR ANNEXATION SUBMITTAL CHECKLIST

All Petitions for Annexation must be accompanied by the supporting documents that are listed below. A Petition for (Zoning) Public Hearing will also be required after submittal of the Petition for Annexation. A separate checklist is provided for a Petition for (Zoning) Public Hearing. The Petition for (Zoning) Public Hearing cannot be submitted until all of the documents listed below have been submitted and have been approved by staff.

- ___ Petition for Annexation: fully executed and prepared as per the attached instructions;
- ___ Annexation Fees: Petition for Annexation Fee of \$150 and Annexation Agreement Fee of \$500.
- ___ Plat of Annexation: Prepared by a Registered Illinois Land Surveyor – The original, five copies, and an 11 x 17 inch reduced copy to be provided at time of filing;
- ___ Proof of ownership in the form of a full and complete title opinion or title insurance policy issued by a title insurance company licensed to do business in Illinois. Said title opinion or policy shall disclose, among other matters, the record owners and any liens and encumbrances affecting the property and shall bear a date not more than seven (7) days prior to the date of filing of the Petition for Annexation.
- ___ Affidavit of Beneficial Interest, if property is held in Trust, to be executed by the bank representing Trust and disclosing all mortgages, notes, assignments, contracts, commitments, etc. including a copy of the Trust Agreement and any amendments thereto.

All of the above documents and fees must be submitted at least five weeks prior to the Plan Commission's public hearing regarding the proposed rezoning upon annexation. Upon receipt **and approval** of all of the above annexation documents by the Community Development Department staff, the petitioner may submit the Petition for (zoning) Public Hearing. The Petition for (Zoning) Public Hearing is required to establish zoning of the property upon annexation. A separate checklist for the Petition for (Zoning) Public Hearing is available and should be consulted.

PLAT OF ANNEXATION

PARCEL 1

THE EAST 100 FEET OF THE WEST 1/2 OF THE SOUTH 1/2 OF THE SOUTHWEST 1/4 OF THE NORTHWEST 1/4 OF SECTION 1, TOWNSHIP 37 NORTH, RANGE 11, EAST OF THE THIRD PRINCIPAL MERIDIAN, IN DU PAGE COUNTY, ILLINOIS.

PARCEL 2

THE EAST 1/2 OF THE SOUTH 1/2 OF THE SOUTHWEST 1/4 OF THE NORTHWEST 1/4 OF SECTION 1, TOWNSHIP 37 NORTH, RANGE 11, EAST OF THE THIRD PRINCIPAL MERIDIAN, IN DU PAGE COUNTY, ILLINOIS.

THE PROPERTY ANNEXED SHALL EXTEND TO FAR SIDE OF ANY ROAD OR HIGHWAY AND SHALL INCLUDE ALL OF EVERY ROAD OR HIGHWAY THEREOF.

Urban Oakdale Manor

North Line of the South 1/2 of the SW 1/4 of the NW 1/4 of 1-37-11

761.53

100.00

662.56 Parcel 1

662.66

East Line of the SW 1/4 of the NW 1/4 of 1-37-11

TO BE ANNEXED
Parcel 2

91ST

100.00

760.92

South Line of the NW 1/4 of 1-37-11

Present Village Limits

Street

STATE OF ILLINOIS)

33

COUNTY OF DU PAGE)

THE TERRITORY DESCRIBED IN THIS PLAT OF ANNEXATION IS IDENTIFIED AS THAT INCORPORATED AND MADE A PART OF THE VILLAGE OF BURR RIDGE, ILLINOIS BY ORDINANCE NO. 551, ADOPTED BY THE PRESIDENT AND THE BOARD OF TRUSTEES OF SAID VILLAGE ON THIS 13th DAY OF July, A.D. 19 87.

VILLAGE OF BURR RIDGE

BY: *E. J. Roghman*
PRESIDENT

ATTEST: *Thomas J. Cesar*
VILLAGE CLERK

Area Survey Company

70 EAST 84TH LANE
ORLAND PARK, IL 60462
312-349-7344

STATE OF ILLINOIS)

35

COUNTY OF DU PAGE)

I, THOMAS J. CESAR, AN ILLINOIS REGISTERED LAND SURVEYOR, DO HEREBY CERTIFY THAT THE ABOVE PLAT IS AN ACCURATE REPRESENTATION OF THE TERRITORY INCLUDED IN ANNEXATION TO THE VILLAGE OF BURR RIDGE. MADE BY ORDINANCE NO. 551, ENTITLED, "AN ORDINANCE ANNEXING CERTAIN TERRITORY TO THE VILLAGE OF BURR RIDGE" ADOPTED BY THE PRESIDENT AND BOARD OF TRUSTEES OF THE VILLAGE OF BURR RIDGE ON THIS 13th DAY OF July, A.D. 19 87. DATED IN ORLAND PARK, ILLINOIS THIS 14 DAY OF JAN. A.D. 19 87.

Thomas J. Cesar
REGISTERED LAND SURVEYOR - 12103



**INSTRUCTIONS FOR COMPLETING A
PETITION FOR ANNEXATION
INTO THE VILLAGE OF BURR RIDGE**

In preparing an annexation petition for the annexation of land into the Village of Burr Ridge, it is essential that you are aware of who the exact legal owner of your property is and that you submit ownership information to the Village so that it can be reviewed. For example, often the Village receives annexation petitions signed by husband and wife while the title to the property is actually held in a land trust. Also, sometimes only one spouse signs an annexation petition, even though title to the property is in both spouses' names. Furthermore, at least one owner (or a beneficiary of a land trust if title to the property is in a land trust) must verify under oath the facts set forth in the petition. Also, it is important that the body of the annexation petition reflect whether there are any electors (i.e. registered voters) residing on the property to be annexed. Electors may include the owners, children of the owners, or other tenants. If there are electors residing on the property who are different than the owners, all such electors must also sign the annexation petition.

If you own your property, but are presently renting the property to others, you would sign the petition as owners, but it would have to be determined whether your tenants are registered to vote at the address of your property. If they are, they must sign as electors. If they are registered to vote from some other location or are not registered voters, they should not sign the petition.

In the event that the property is in a land trust, you need to fill out an appropriate form directing the land trustee to sign the annexation petition on your behalf. Your land trustee will provide you with the appropriate forms for this purpose.

When signing as individuals, it is important to sign your names exactly as they show on the title to your property (e.g., use of middle names or initials, etc.).

Also, if there are both registered voters who are not owners, as well as owners, residing on the property, these signatures must be separately identified. For example, you could have a page to be signed only by individuals who are owners of the property but who are not registered voters. On the next page you would have any individuals who are both owners and electors, and finally on another separate page you could have individuals who are only electors. Note that separate pages are not required (but may be necessary because of the number of signatures), but separate identification is mandatory.

Finally, you should include the legal description of your property in the annexation petition (not the street address) plus your permanent property index number.

Attached are examples of petition forms reflecting the above instructions. If you have any questions regarding how to properly fill out these forms, please contact the Community Development Department at (630) 654-8181.

Please make certain that all petitions are sworn to before a notary public.

PETITION FOR ANNEXATION

Please re-type this sample form completing all blanks, deleting all non-applicable text, and executing all signature blocks. This petition is for properties owned by a Land Trust. The Land Trust must sign as the owner and all electors residing on the property must also sign.

To: The President and Board of Trustees
Village of Burr Ridge
Cook and DuPage Counties, Illinois

The undersigned respectfully represents, states and requests as follows:

1. That the undersigned is Trustee under Trust Agreement dated _____ and known as Trust Number _____ and is the sole owner of record of all the land in the following described territory:

INSERT LEGAL DESCRIPTION AND PERMANENT INDEX NUMBER HERE

2. That the undersigned comprise all of the electors residing within said territory.

*OR - If there are no electors residing on the property, e.g.,
the property is vacant, then the clause would read as
follows:*

2. That there are no electors residing within said territory.
3. That such territory hereinbefore described is not within the corporate limits of any municipality, but is contiguous to the Village of Burr Ridge, Cook and DuPage Counties, Illinois, a municipality organized and existing under the laws of the State of Illinois.
4. That the undersigned, as such sole owner of record of the aforesaid land and territory and as all the electors residing on said land or territory, hereby petition that said territory be annexed to the Village of Burr Ridge, Cook and DuPage Counties, Illinois.

_____, as Trustee under Trustee
Agreement dated _____ and known as
Trust Number _____

Trustee

SIGNATURES OF ELECTORS RESIDING ON PROPERTY

Signature of Elector

Address of Elector

Signature of Elector

Address of Elector

Signature of Elector

Address of Elector

Signature of Elector

Address of Elector

STATE OF ILLINOIS)

COUNTY OF _____)

I, the undersigned, being first duly sworn and under oath, depose and say that I am a beneficiary of said land trust described above and a party to the above petition, have knowledge of the facts stated therein, have read the contents thereof, and that the matters and things therein contained are true in substance and in fact and the signatures on the petition are the genuine signatures of the persons as represented.

Signature
(to be signed by a beneficiary of the Trust)

STATE OF ILLINOIS)

COUNTY OF _____)

I, the undersigned, a notary public in the County and State aforesaid, do hereby certify that _____ (the affiant), personally known to be the same person whose name is subscribed to this instrument appeared before me this day in person and has acknowledged that _____ signed this instrument as _____ own free And voluntary act for the uses and purposes therein set forth.

GIVEN under my hand and official seal this _____ day of _____,

NOTARY PUBLIC

PETITION FOR ANNEXATION

Please re-type this sample form completing all blanks, deleting all non-applicable text, and executing all signature blocks. Each and every elector residing on the property and each and every owner of the property must sign this petition.

To: The President and Board of Trustees
Village of Burr Ridge
Cook and DuPage Counties, Illinois

The undersigned respectfully represents, states and requests as follows:

1. That the undersigned is (are) (strike one) the sole owner(s) of record of all the land in the following described territory:

INSERT LEGAL DESCRIPTION AND PERMANENT INDEX NUMBER

2. That the undersigned comprise all of the electors residing within said territory.

OR - If there are no electors residing on the property, e.g., the property is vacant, then the clause would read as follows:

2. That there are no electors residing within said territory.
3. That such territory hereinbefore described is not within the corporate limits of any municipality, but is contiguous to the Village of Burr Ridge, Cook and DuPage Counties, Illinois, a municipality organized and existing under the laws of the State of Illinois.
4. That the undersigned, as such sole owners of record of the aforesaid land and territory and as all the electors residing on said land or territory, hereby petition that said territory be annexed to the Village of Burr Ridge, Cook and DuPage Counties, Illinois.

OWNERS AND ELECTORS

Signature of Owner/Elector

Address of Owner/Elector

Signature of Owner/Elector

Address of Owner/Elector

Signature of Owner/Elector

Address of Owner/Elector

OWNERS ONLY

Signature of Owner(*Not an Elector*)

Address of Owner(*Not an Elector*)

Signature of Owner(*Not an Elector*)

Address of Owner(*Not an Elector*)

Signature of Owner(*Not an Elector*)

Address of Owner(*Not an Elector*)

ELECTORS ONLY

Signature of Elector(*Not an Owner*)

Address of Elector(*Not an Owner*)

Signature of Elector(*Not an Owner*)

Address of Elector(*Not an Owner*)

Signature of Elector(*Not an Owner*)

Address of Elector(*Not an Owner*)

STATE OF ILLINOIS)
COUNTY OF _____) SS

I, the undersigned, being first duly sworn and under oath, depose and say that I am a party to the above petition, have knowledge of the facts stated therein, have read the contents thereof, and that the matters and things therein contained are true in substance and in fact and the signatures on the petition are the genuine signatures of the persons as represented.

Signature
(*petition must be signed by one of the owners*)

STATE OF ILLINOIS

) SS

COUNTY OF _____

I, the undersigned, a notary public in the County and State aforesaid, do hereby certify that _____ (the affiant), personally known to be the same person whose name is subscribed to this instrument appeared before me this day in person and has acknowledged that _____ signed this instrument as _____ own free And voluntary act for the uses and purposes therein set forth.

GIVEN under my hand and official seal this _____ day of

NOTARY PUBLIC

For Owners and Electors



VILLAGE OF BURR RIDGE

PETITION FOR PUBLIC HEARING PLAN COMMISSION/ZONING BOARD OF APPEALS

ADDRESS OF PROPERTY: _____ PIN # _____

GENERAL INFORMATION

PETITIONER: _____
(All correspondence will be directed to the Petitioner)

PETITIONER'S ADDRESS: _____ PHONE: _____

EMAIL: _____

FAX: _____

PROPERTY OWNER: _____ STATUS OF PETITIONER: _____

OWNER'S ADDRESS: _____ PHONE: _____

PROPERTY INFORMATION

SITE AREA: _____ EXISTING ZONING: _____

EXISTING USE/IMPROVEMENTS: _____

SUBDIVISION: _____

A CURRENT PLAT OF SURVEY WITH LEGAL DESCRIPTION MUST BE ATTACHED

DESCRIPTION OF REQUEST

PLEASE INDICATE THE TYPE OF PUBLIC HEARING REQUESTED AND PROVIDE A DETAILED DESCRIPTION OF THE PROPOSED SPECIAL USE, REZONING, TEXT AMENDMENT, OR VARIATION(S) INCLUDING A REFERENCE TO THE APPROPRIATE ORDINANCE SECTION(S) AND REGULATION(S):

_____ Special Use _____ Rezoning _____ Text Amendment _____ Variation(s)

Please Provide Written Description of Request - Attach Extra Pages If Necessary

The above information and the attached Plat of Survey are true and accurate to the best of my knowledge. I understand the information contained in this petition will be used in preparation of a legal notice for public hearing. I acknowledge that I will be held responsible for any costs made necessary by an error in this petition.

Petitioner's Signature _____

Date Petition is Filed _____



VILLAGE OF BURR RIDGE PLAN COMMISSION AND ZONING BOARD OF APPEALS

Public Hearing Submittal Checklist

All petitions must be accompanied by the supporting documents listed below unless otherwise indicated by the Village Staff. Petitions that do not provide all of the required documents will be considered incomplete and will not be scheduled for a public hearing.

- ___ Completed Petition for Public Hearing; typewritten or printed
- ___ Public Hearing Fee and Public Notice Sign Fee
- ___ Mailing labels with the names and addresses of owners and Permanent Index Numbers of all properties within 750 feet of the subject property with affidavit verifying accuracy
- ___ Proof of Ownership; including disclosure of beneficial interest (if in land trust) and authorization to represent owner if the petitioner is not the property owner
- ___ 25 sets (plus one 11"x17" reduced set if scaled drawings exceed 11 x 17) of the following plans:
 - ___ Plat of Survey; showing all existing conditions
 - ___ Site Plan; drawn to an Engineer's scale between 1"=10 and 1"=50' showing all existing and proposed site improvements and changes.
 - ___ Landscape Plan; drawn to the same scale as the Site Plan and including the size, species, location, and planting details of all existing and proposed landscape materials plus any landscape appurtenances such as retaining walls, fences, walks, etc.
 - ___ Building and Sign Elevations; scale drawings or renderings of proposed buildings and signs as determined appropriate
- ___ Findings of Fact; Petitioners written response to each of the findings
- ___ Public Notice Sign Consent Form; authorization from the property owner to install public notice sign on the property
- ___ Copy of Notification to the Illinois Department of Natural Resources; regarding the Endangered Species Consultation Program
- ___ Copy of Notification to the Soil and Water Conservation District; Kane-DuPage or Will-South Cook, as applicable
- ___ Additional documents and information as determined appropriate by the Community Development Department

ALL PLANS AND SURVEYS MUST BE FOLDED AND COLLATED INTO 25 SETS.

ALL REQUIRED PLANS AND EXHIBITS MUST BE SUBMITTED AT LEAST THREE WEEKS PRIOR TO THE PUBLIC HEARING. SUBMITTAL OF REVISED PLANS OR DOCUMENTS AT THE PUBLIC HEARING MAY RESULT IN A CONTINUANCE TO A LATER DATE

**Village of Burr Ridge
Department of Community Development
Public Hearing Fees**

APPLICATION	SIGN FEE ⁽¹⁾	HEARING FEE ⁽²⁾
Administrative Appeals	N/A	\$200
Preliminary Plan Review	N/A	\$42/hr
Variation(s) - One SFR Lot	\$50	\$200
Variation(s) - Sign Regulations	\$50	\$200
Variation(s) - All Others	\$50	\$600
Variation(s) - Construction Necessitated	\$50	\$2,500
Special Use - All Districts	\$50	\$600
Text Amendment (Including PUD Amendment)	\$50	\$600
Rezoning - All Districts	\$50	\$600+\$50/Acre
Planned Unit Development (PUD)	\$50	\$1,500
Amendment to PUD (Text Amendment)	\$50	\$600
Annexation ⁽³⁾		\$150
Annexation Agreement ⁽⁴⁾		\$500

(Adopted March 11, 1996)

Notes:

- (1) In addition to the Public Hearing Fee, a Public Notice Sign Fee of \$50 per street frontage is required.
- (2) A fee is required for each request, e.g. a rezoning plus a special use would be (\$600 + \$50 per acre) + \$600
- (3) All Annexations require a Water Fund donation of \$1,000 per lot and a Capital Fund donation of \$2,000 per lot. Other donations may be required depending upon the annexation.
- (4) An Annexation Agreement is required for all annexations.

In addition to the application fees, Article VI of Ordinance No. 339 requires that the applicant reimburse the Village for all costs associated with consultants' review of an application, e.g. legal, engineering, traffic, landscaping, etc.

**** SAMPLE ****

STATE OF ILLINOIS)
COUNTY OF) SS
)

AFFIDAVIT

I, _____, being duly sworn and under oath state as follows:

1. That I am the applicant in Application No. ____ - ____ - ____ for a variation, rezoning of, or conditional permitted use for the property described in said application or have been duly authorized by the applicant to do the things referred to in this Affidavit and to make this Affidavit for and on behalf of said applicant.
2. That I, on the ____ day of _____, 20____, searched the public records of the County Recorder of Deeds Office and official real estate tax records of the County, as necessary, to obtain, as contained in **Exhibit 1** attached hereto, permanent index numbers and names and addresses of those persons who paid the taxes during the last preceding year on each lot or parcel of property lying in whole or in part within 500 feet of the boundary lines of the real estate described in the aforesaid application, or if such taxes were not paid, the names and addresses of those persons appearing in the official real estate tax records as the persons required to pay such taxes.

Signature of Applicant or Agent

STATE OF ILLINOIS)
COUNTY OF) SS
)

I, _____, being first duly sworn, deposes and says that he/she is the Affiant, and is duly authorized to make this affidavit; that he/she has read the above and foregoing affidavit and has knowledge of the facts stated therein, and that the matters and things therein set forth are true in substance and in fact.

SUBSCRIBED and SWORN to before me this
____ day of _____, 20____.

Notary Public

SAMPLE

DISCLOSURE OF BENEFICIAL INTEREST

Being first duly sworn, the subscribers hereto state that the attached copy of the Trust Agreement between (bank's name) of _____, Illinois, Trustee, and (name beneficiary(ies)), sole beneficiary of said trust, dated _____, is a true and correct copy of said Trust Agreement.

Subsequent to (agreement date), said Trust Agreement has not been amended and is presently in full force and effect in its original form.

Subsequent to (agreement date), there have been no contracts or commitments made or executed by the subscribers regarding the conveyance, transfer, encumbrance, or alienation of the trust property excepting only (specify any mortgages, notes, assignments, contracts, etc. and with whom exactly).

Subscribed and sworn to this _____ day of _____, 20____.

_____(name)____ BANK AND TRUST COMPANY,
not individually but as Trustee under Trust
Agreement dated _____, and known as
Trust No. _____.

By: _____

(Corporate Seal)

As Its: _____

Attest: _____

As Its: _____

COUNTY OF)
) SS
STATE OF ILLINOIS)

I, _____, a notary public in and for said County in the State aforesaid, do hereby certify that _____ and _____, respectively, the _____ (title) and _____ (title), of _____ (bank name), personally know to me to be the same persons whose names are subscribed to the foregoing instrument, appeared before me this day in person and acknowledged that as Trustees as therein mentioned they signed, sealed, and delivered the said instrument as their free and voluntary act, for the uses and purposes therein set forth.

Given under my hand and official seal this ____ day of _____, 20__.

Notary Public

My Commission Expires: _____

(Beneficiary Name Typed) _____

By: _____

COUNTY OF _____)
STATE OF ILLINOIS) SS

I, _____, a notary public in and for said County in the State aforesaid, do hereby certify that _____ personally known to me to be the same person(s) whose name(s) is/are subscribed to the foregoing instrument, appeared before me this day in person and acknowledged that he/she /they signed and delivered the said instrument as his/her/their free and voluntary act, for the uses and purposes therein set forth.

Given under my hand and official seal this ____ day of _____, 20__.

Notary Public

My Commission Expires: _____

VILLAGE OF BURR RIDGE

CONSENT TO INSTALL A PUBLIC NOTICE SIGN ON PROPERTY WHICH IS THE SUBJECT OF A PUBLIC HEARING

The owner of the property referenced below, or an authorized representative of the owner, which is the subject of a public hearing before the Village of Burr Ridge Plan Commission or Zoning Board of Appeals, hereby consents to allow the Village of Burr Ridge to install a public notice sign on the aforesaid property. The public notice sign will be erected 15 to 30 days prior to the public hearing and will remain on the property until it is removed by the Village of Burr Ridge subsequent to final action regarding the public hearing.

Petition No.

Address of Subject Property:

Authorized By:

Print Name

Signature